

Process # _____



City of Hialeah

www.hialeahfl.gov

Building Department-Records Request Form

Name: _____ Date: _____ Year Built: _____

Property address: _____ Folio _____

Home/Office No.: _____ Cellular: _____ E-mail: _____

Please check off item(s) needed:

- ☐ Construction Plans
- ☐ Floor Plan
- ☐ Structural Plan
- ☐ Electrical Plan
- ☐ Elevations
- ☐ Mechanical Plan

- ☐ Plumbing Plan
- ☐ Permit Application
- ☐ CO/CC
- ☐ Inspection History
- ☐ All Records
- ☐ Other: _____

Note: Elevation Certificates are available after 1992.

Please check request type of standard microfilm research. Also please note there is an up-front fee of:

- | | |
|---|-----------------|
| <input type="checkbox"/> Residential / Multi-family 1-4 Units Only | \$15.00 |
| <input type="checkbox"/> Commercial / Industrial Multi-family more than 4 Units | \$45.00 |
| <input type="checkbox"/> Expedite Charge : Residential | \$130.00 |
| <input type="checkbox"/> Expedite Charge : Commercial | \$275.00 |

Official Use Only

- ☐ View only – Standard microfilm research Residential \$15.00/Commercial \$45.00
- ☐ Additional Copies - \$0.20 each sheet
- ☐ Certified copies - \$1.50 each page
- ☐ CD/PDF - \$5.00 per permit plus \$5.00 for a CD
- ☐ An additional fee may be required for copies of large plans

TOTAL \$ _____ (non-refundable administrative fees for services performed)

Owner/Representative Authorization Signature: _____

Warning: By signing this form, I acknowledge that the public record(s) I am seeking may contain copyrighted information, and I may be liable for violating the Federal Copyright Law if circumstances warrant.

Account: 141.4300.322140